

ATTACHMENT D

TRACS' MAT Voucher/Payment System Record Formats and Definition Changes

VCHHR **Voucher** Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Must equal " VCHHR. "
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.1. B. " TRACS Release = 2.0.1. TRACS Version = B
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination.
4	M	Date Stamp	18	8	Date (MMDDYYYY)	This is a system date stamp representing the date this file was created by the owner/agent . No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time : (HHMMSS)	This is a system time stamp inserted in the header record when the file is created by the owner/agent . No colons should be used in this field.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. These data will be returned as a field in the HUD transmission acknowledgment.
7	M	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.

VCHHR **Voucher** Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. <i>NOTE: Must equal "1" or "0" (zero).</i>
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	F	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		
16		Project Name	149	35	Alphanumeric	Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.
17	M	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this VCHHR. Valid codes are: 1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC
18	F	Property ID	185	10	Numeric	The Property ID assigned by REMS

VCHHR **Voucher** Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19	MOC	Project Number	195	8	Alphanumeric	Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have a FHA project numbers. TRACS will use this project number for all transactions under this VCHHR. The project number submitted must match the project number in the TRACS Project database. NOTE: Do not use “0000FMHA” as a project number in FmHA projects. Do not enter a project number for FmHA projects.
20	MOC	Contract Number	203	11	Alphanumeric	Mandatory for Section 8, 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this VCHHR. The contract number submitted must match the contract number in the TRACS Contract database. TRACS will use this contract number for all transactions under this VCHHR.
21	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission including this header record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each section record for those MATXX records which have section records.
22	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. Example: TRACS12345 (Formerly Mailbox ID). When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
23	M	OA Transmission Date	230	8	Date : (MMDDYYYY)	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field.
24	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used to by the owner/agent to create this submission. If the software was developed in-house, enter "Developed In-house".

VCHHR **Voucher** Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
25	M	OA Software Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the O/A to create this submission. If there is no release/version number, enter "NA."
The following fields are required for CA or third-party submissions to TRACS						
26	MOC	CA ID	268	5	Alphanumeric	Mandatory for Contract Administrator submissions to TRACS: Enter the five-character CA ID assigned by the HUD accounting system.
27	M	Sender's Telecom Address	273	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. Example: TRACS12345. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
28	MOC	CA Transmission Date	283	8	Date (MMDDYYYY)	Mandatory for CA or third-party submissions. This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
29	M	CA Software Vendor	291	20	Alphanumeric	Mandatory for CA or third-party submissions. Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house."
30	M	CA Software Release/Version	311	10	Alphanumeric	Mandatory for CA or third-party submissions. The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or third-party use. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or to specify their own software releases, or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; if not valued, send appropriate fill characters

MAT30 Section 1: Assistance Payment Header Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.1.B." TRACS Release = 2.0.1. TRACS Version = B
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	M		Section 2 Summary Count	19	4	Numeric	Number of basic records. Value must equal "1."
6	F	52670 #11.1	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records.
7	F	52670 #11.2	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records.
8		52670 #11.3	Section 5 Approved Special Claims Count	31	4	Numeric	Number of Special Claims submitted.
9		52670 #11.4	Section 6 Miscellaneous Accounting Count	35	4	Numeric	Number of Miscellaneous Accounting Transactions.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; if not valued, send appropriate fill characters

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Voucher ID	7	10	Numeric	If voucher is a first time submission for the contract number and voucher month/year, must enter 9999999999. If it is a correction to a previously submitted voucher with the same contract number and voucher month/year, the Voucher ID returned to acknowledge the previous submission must be submitted in the correction.
4	M	52670 #10.1	Voucher Date	17	8	Date (MMDDYYYY)	Format:. NOTE: DD is always "01."
NOTE		52670-A part 1 #6	Section 8 Type				Discontinued with Release 201B
NOTE		52670-A part 1 #7a	AHAP Signed Oct 1 81 Ind.				Discontinued with Release 201B
NOTE		52670-A part 1 #7b	HAP Effective Date Oct 1 81 Ind 80 1				HAP signed on/after 10/1/81 indicator for Section 8 contracts only.
NOTE		52670-A part 1 #7c	HAP Signed Oct 3-84 Ind.				Discontinued with Release 201B

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
5		52670 #5a	Management Agent Name	25	35	Alphanumeric	
6		52670 #5b	Management Agent EIN Number	60	9	Alphanumeric	
Payee Name, Payee Address, Bank Address, ABA Route Number and Payee Account Number have been deleted from the MAT30. The data used to make payment is the data provided to the disbursement system: LOCCS, HUDCAPS or the CA.							
7	M	52670 #7a	Unit In Contract Count	69	4	Numeric	Totals in contract.
8	M	52670 #7b	Unit Receiving Subsidy Count	73	4	Numeric	Number units receiving subsidy. Zero can be a valid entry.
9	M	52670 #7c	Unit Under Contract Vacant Count	77	4	Numeric	Number units vacant. Zero can be a valid entry.
10	M	52670 #7d	Unit Market Rent Count	81	4	Numeric	Number units market rent. Zero can be a valid entry.
11		52670 #8a	Exception Used Project Count	85	4	Numeric	Project Based Exceptions In Use.
12		52670 #8b	Exception Allocated Project Based Count	89	4	Numeric	Project based Exceptions Allocated.
13		52670 #8c	Exception Used Tenant Based Count	93	4	Numeric	Tenant-Based Exceptions In Use.
14		52670 #8d	Total Exception Count	97	5	Numeric	Total Exceptions.
15		52670 #8e	Exception Last Change Date	102	8	Date (MMDDYYYY)	Date Allocated Last Changed.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16		52670 #9	Unit Low Income Tenant Count	110	4	Numeric	Number of Units Under Described Situation.
17	M	52670 #11.1	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M	52670 #12.1	Total Regular Payment Amount	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry.
19	M	52670 #11.2	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M	52670 #12.2	Total Adjusted Payment Amount	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry.
NOTE			Voucher Authorized Unrequested Amount				Discontinued.
21	M	52670 #11.3	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.
22	M	52670 #12.3.a	Total Approved Unpaid Rent Special Claims Payment Amount	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Permit negatives. Zero can be a valid entry.
23	M	52670 #12.3.b	Total Approved Tenant Damages Special Claims Payment Amount	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Permit negatives. Zero can be a valid entry.

MAT30 Section 2: Assistance Payment Summary Record
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24	M	52670 #12.3.c.1	Total Approved Rent-up Vacancy Special Claims Payment Amount	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Permit negatives. Zero can be a valid entry.
25	M	52670 #12.3.c.2	Total Approved Regular Vacancy Special Claims Payment Amount	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Permit negatives. Zero can be a valid entry.
26	M	52670 #12.3.d	Total Approved Debt Service Special Claims Payment Amount	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Permit negatives. Zero can be a valid entry.
27	M	52670 #124	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry.
28	M	52670 #12.5	Total Voucher Amount	206	10	Numeric	Permit negatives. This amount includes the sum of Total Regular Payment Amount (field #22) and Total Adjusted Payment Amount (field #24) and Total Special Claim Amounts (#27 through #31) and the Total Miscellaneous Payment Requests (#32).
29	M	52670 Part V	Owner Name	216	45	Alphanumeric	
30	M	52670 Part V	Owner Signed Name	261	45	Alphanumeric	Signed name.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
31		52670 Part V	Owner Signed Title	306	20	Alphanumeric	Signed title.
32	M	52670 Part V	Owner Signed Date	326	8	Date (MMDDYYYY)	
33		52670 Part V	Owner Signed Phone Number	334	16	Alphanumeric	Signer's phone number.
The following fields are mandatory for CA-submitted vouchers							
34	M	52670 #13a.1	Total Regular Payment Amount Approved by CA	350	10	Numeric	Contract Administrator Use Only Amount of Regular Assistance Payment approved by the CA. Permit negatives.
35	MOC	52670 #13a.2	Total Adjusted Payment Amount Approved by CA	360	10	Numeric	Contract Administrator Use Only Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry.
36	M	52670 #12.3.a	CA Approved Unpaid Rent Special Claims Payment Amount	370	10	Numeric	Contract Administrator Use Only Sum of Approved Unpaid Rent Special Claim Amounts. Permit negatives. Zero can be a valid entry.
37	M	52670 #12.3.b	CA Approved Tenant Damages Special Claims Payment Amount	380	10	Numeric	Contract Administrator Use Only Sum of Approved Tenant Damages Special Claim Amounts. Permit negatives. Zero can be a valid entry.
38	M	52670 #12.3.c.1	CA Approved Rent-up Vacancy Special Claims Payment Amount	390	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up Vacancy Special Claim Amounts. Permit negatives. Zero can be a valid entry.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
39	M	52670 #12.3.c.2	CA Approved Regular Vacancy Special Claims Payment Amount	400	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Permit negatives. Zero can be a valid entry..
40	M	52670 #12.3.d	CA Approved Debt Service Special Claims Payment Amount	410	10	Numeric	Contract Administrator Use Only Sum of Approved Debt Service Special Claim Amounts. Permit negatives. Zero can be a valid entry.
41	M	52670 #13a.4	Total Amount of Miscellaneous Accounting Requests Approved by CA	420	10	Numeric	Contract Administrator Use Only Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry.
42	M	52670 #13a.5	Total Voucher Amount Approved by a CA	430	10	Numeric	Contract Administrator Use Only Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #39) and CA Approved Adjusted Payment Amount (field #40), CA Approved Special Claim Amounts (#41 through #45) and the CA Approved Miscellaneous Payment Requests (#46).
Distribution of Subsidy Amount CA-Use Only							
43	M	52670 IV.1	Amount Applied to Mortgage	440	10	Numeric	The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage. Note: This amount assumes two decimal positions.
44	M	52670 IV. 2	Amount Applied to Debts	450	10	Numeric	The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor. Note: This amount assumes two decimal positions.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
45	M	52670 IV.3	Amount Paid to Project	460	10	Numeric	The amount paid to the project. <i>Note: This amount assumes two decimal positions.</i>
46	M	52670 IV.4	Amount Release from Reserves	470	10	Numeric	The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. <i>Note: This amount assumes two decimal positions.</i>
47	M	CA Monitor	Voucher Review Date	480	8	Date (MMDDYYYY)	Date Voucher was reviewed. Data Required for CA Monitoring
48	MOC	CA Monitor	Amount of Correction	488	15	Numeric	Amount of over/under payment Data Required for CA Monitoring
49	MOC	CA Monitor	Resolution Over/Under Payment Date	503	8	Date (MMDDYYYY)	Corrective Actions Input by CA Data Required for CA Monitoring
50	MOC	CA Monitor	Notification to HUD Date	511	8	Date (MMDDYYYY)	Date Notification was sent to HUD Data Required for CA Monitoring

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; if not valued, send appropriate fill characters

NEW**MAT30 Section 3: Voucher Detail Record**

(from 52670-A)

Submitted for Comment

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "3."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	MOC	52670-A Part 1 (8)	Last Name	7	20	Alphanumeric	Enter the last name of the tenant occupying the unit. Required only if no Head Household ID is available.
4	MOC	52670-A Part 1 (8)	First Name	27	20	Alphanumeric	Enter the first name of the tenant occupying the unit. Required only if no Head Household ID is available.
5	MOC	52670-A Part 1 (8)	Middle Initial	47	1	Alphanumeric	Enter middle initial of the tenant occupying the unit.
6	MOC		Date of Birth	48	8	Date (MMDDYYYY)	Required only if no Head Household ID is available.
7	M	52670-A Part 1 (9)	Unit Number	56	10	Alphanumeric	Enter the unit number. The Unit number must be unique within the project.
8	M		Head of Household ID	66	9	Alphanumeric	The head of household's SSN or TRACS (T) ID. If neither is known, fill this field with nines, and submit the head's full name and birth date in fields 3 – 6 above.

NEW**MAT30 Section 3: Voucher Detail Record**

(from 52670-A)

Submitted for Comment

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9	MOC	52670-A Part 1 (10)	Income Code	75	3	Alphanumeric	Section 8 Only Valid income exception code values are: CV = Is/was converted from RAP or Tent Supplement and now receive Section 8 as the result of a HUD-Owned Project Sale. EAT = The tenant of applicant was admitted to the Section 8 program before the project received HUD's 6/29/84 memorandum and the tenant started receiving assistance on or after 8/1/94. EDT = HUD approved an exception under situation 1 of 4350.3 para 2-17c (1) EIT = HUD approved an exception under situation 1a of 4350.3 para. 2-17e (1) EP = Tenant was admitted under exceptions HUD approved for situations 2 through 6 of 4350.3 para. 2-17c (2 – 6). ET = None of these apply. Tenant's admission violated the income eligibility rules of 4350.3, para 2-17c. LI = Low Income
10		52670-A Part 1 (11a)	Turnover Code	78	1	Alphanumeric	Valid turnover code values are: I = Move-in C = Initial Certification T = Termination of assistance O = Move-out

NEW**MAT30 Section 3: Voucher Detail Record**

(from 52670-A)

Submitted for Comment

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		52670-A Part 1 (11b)	Turnover Date	79	8	Date (MMDDYYYY)	If the turnover code is: I = enter date tenant moved into unit and starts receiving assistance (reported on the next month's voucher) C = enter date tenant started receiving assistance T = enter last day which assistance will be received O = enter date tenant moved out of the unit and the last day of assistance (reported on the next month's voucher)
12	M	52670-A Part 1 (12a)	Next Recertification Date	87	8	Date (MMDDYYYY)	Enter effective date of tenant's next annual recertification. Continue to submit this date until the tenant has recertified.
13		52670-A Part 1 (12b)	Initial Notice Date	95	8	Date (MMDDYYYY)	Enter date tenant was first notified to submit recertification data. Continue to submit this date until the tenant is recertified or assistance is terminated.

NEW**MAT30 Section 3: Voucher Detail Record**

(from 52670-A)

Submitted for Comment

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
14	MOC	52670-A Part 1 (13)	Change Code	103	2	Alphanumeric	<p>Submit only if this schedule requests an assistance amount different from that requested the previous month.</p> <p>Valid change code values are:</p> <p>IC = Initial Certification</p> <p>AR = Annual Recertification</p> <p>IR = Interim Recertification</p> <p>UT = Unit Transfer</p> <p>GR = Gross Rent Change</p> <p><u>Termination Codes:</u></p> <p>TI = TTP => Gross Rent</p> <p>TC = No citizen eligibility information supplied</p> <p>LR = Temporarily paying market rent</p> <p>TR = Did not recertify on time</p> <p>TF = Submitted false information</p> <p>CE = Contract Expired</p> <p>HQ = HUD HQ generated termination</p>
15	M	52670-A Part 1 (14a)	Regular Payment Amount Request	105	5	Numeric	<p>Enter the amount of assistance being requested. May be negative for 202 and 811 PRACS. Zero is an acceptable entry.</p>

NEW

MAT30 Section 4: Voucher Adjustment Detail Record
(52670-A)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Must equal “4”.
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	MOC	52670-A Part 1 (8)	Last Name	7	20	Alphanumeric	Enter the last name of the tenant occupying the unit. Mandatory if no Head Household Id.
4	MOC	52670-A Part 1 (8)	First Name	27	20	Alphanumeric	Enter the first name of the tenant occupying the unit. Mandatory if no Head Household ID.
5	MOC	52670-A Part 1 (8)	Middle Initial	47	1	Alphanumeric	Enter the middle initial of the tenant occupying the unit. Mandatory if no Head Hhold Id.
6	MOC		Date of Birth	48	8	Date (MMDDYYYY)	Mandatory if no Head Of Household ID.
7	M	52670-A Part 1 (9)	Unit Number	56	10	Alphanumeric	Enter the unit number. The Unit number must be unique within the project.
8	M		Head of Household ID	66	9	Alphanumeric	Enter the Head of Household’s SSN or TRACS (T) ID. If neither is known, fill this FIELD with nines, and submit the head’s full name and date of birth in fields 3 – 6 above.
9			Filler	75	3	Alphanumeric	

NEW

MAT30 Section 4: Voucher Adjustment Detail Record
(52670-A)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10		52670-A Part 1 (11a)	Turnover Code	78	1	Alphanumeric	Valid turnover code values are: I = Move-in C = Initial certification T = Termination of assistance O = Move-out
11		52670-A Part 1 (11b)	Turnover Date	79	8	Date (MMDDYYYY)	If the turnover code is: I = enter date tenant moved into the unit (report a month later) C = enter date tenant started receiving assistance T = enter last day that assistance will be received O = enter date tenant moved out of the unit (report a month later)
12			Filler	87	16	Alphanumeric	

NEW

MAT30 Section 4: Voucher Adjustment Detail Record
(52670-A)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13	MOC	52670-A	Change Code	103	2	Alphanumeric	<p>Submit only if this schedule requests an assistance amount different from that requested the previous month.</p> <p>Valid change code values are:</p> <p>IC = Initial Certification AR = Annual Recertification IR = Interim Recertification UT = Unit Transfer GR = Gross Rent</p> <p>Termination</p> <p>TI = TTP => Gross Rent TC = No citizen eligibility information supplied LR = Temporarily paying market rent TR = Did not recertify on time TF = Submitted false information CE = Contract Expired HQ = Headquarters initiated termination</p>
14	M	52670-A Part 1 (14a)	Adjustment Payment Amount Requested	105	5	Numeric	<p>Enter the amount of the adjustment to the assistance payment. May be negative for 202 and 811 PRACS. Zero is not an acceptable entry.</p>

NEW

MAT30 Section 4: Voucher Adjustment Detail Record
(52670-A)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15			Adjustment Exception	110	1	Numeric	Values are: 0 = Not Applicable 1 = Corrections to prior billings 2 = Returning subsidy overpayment.
16	MOC	52670-A	Adjustment Comment	111	78	Alphanumeric	Required if a Move-In, Move Out, Initial Certification or Termination of Assistance did not cause the adjustment. Enter a brief explanation for the adjustment.
17			Adjustment from Date	189	8	Date (MMDDYYYY)	Enter the beginning date of the adjustment period.
18			Adjustment to Date	197	8	Date (MMDDYYYY)	Enter the ending date of the adjustment period.

MAT30 Section 5: Approved Special Claim

(Submit one Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Values must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. Post-RFP CAs use the 800 series CA ID in the first five positions. Pre-RFP CAs use the assigned five position CA ID in the first five positions.
5	M		Claim Amount	20	10	Numeric	

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; if not valued, send appropriate fill characters

NEW

MAT30 Section 5: Approved Special Claim for Unpaid Rent & Damages

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal “5.”
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Unpaid Rent Claim Type Code	7	2	Numeric	Value = 10
4	M		Claim ID	9	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices use the TRACS Intranet application to obtain Claim IDs. Post-RFP CAs use the CA ID in the first five positions. Pre-RFP CAs use CA ID in the first five positions.
5	M		Head of Household ID	21	9	Alphanumeric	The head of household’s SSN or TRACS (T) ID. If neither is know, fill this field with nines, and submit the head’s full name and birth date in fields 5 – 7 below.
6	MOC	52670-A Part2 (1)	Last Name	30	20	Alphanumeric	Enter the last name of the head of household.
7	MOC	52670-A Part2 (1)	First Name	50	20	Alphanumeric	Enter the first name of the head of household

NEW

MAT30 Section 5: Approved Special Claim for Unpaid Rent & Damages

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
8	MOC		Date of Birth	70	8	Date (MMDDYYYY)	Enter the Head of Household's date of birth.
9	F		Building ID	78	19	Alphanumeric	Leave blank
10	M	52670-A Part2 (2)	Unit Number	97	10	Alphanumeric	Number of the Unit for which the Special Claim is requested.
11	M	52671-B	Unit Size	107	2	Numeric	Unit size (Number of Bedrooms)
12	M	52671-A	Previous Tenant's move-out date	109	8	Date (MMDDYYYY)	Required for Unpaid Rent/Damages
13	M	52671-A	Tenant's move-in date	117	8	Date (MMDDYYYY)	Required for Unpaid Rent/Damages
14	M	52671-A 1	Security Deposit Collected	125	10	Numeric	Required for Unpaid Rent/Damages <i>NOTE: If a required security deposit was not collected from the tenant that caused the claim, you cannot file for this special claim.</i>
15	M	52671-A 2	Interest Earned on Security Deposit	135	10	Numeric	Enter the interest you earned on the security deposit.
16	M	52671-A 3	Amount Collected	145	10	Numeric	The amount collected for unpaid rent and damages
17	M	52671-A 4	Total Amount Collected	155	10	Numeric	Sum of fields 14, 15 and 16.

NEW

MAT30 Section 5: Approved Special Claim for Unpaid Rent & Damages

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
18	M	52671-A 5	Contract Rent at move-out	165	10	Numeric	Enter the monthly contract rent at the move-out date
19	M	52671-A 6	Maximum HUD Liability	175	10	Numeric	Subtract field 17 from field 18. If the result is zero or negative HUD's maximum liability has been exceeded. You cannot file a claim for unpaid rent or damages.
20	M	52671-A 7	Rent Charged but Unpaid	185	10	Numeric	Enter rent charged but unpaid at move-out.
21	M	52671-A 8	Balance Unpaid vs. Collected	195	10	Numeric	Subtract Field 17 (Total Amount Collected) from Field 20 (Rent Charged but unpaid). Balance cannot be zero or negative.
22	MOC	52671-A 9	Unpaid Rent Claim	205	10	Numeric	Mandatory for Unpaid Rent Claim. Lesser of Fields 19 or 21.
23	M	52671-A 10	Balance HUD Liability	215	10	Numeric	Subtract Field 22 (Unpaid Rent Claim) from Field 19 HUD Liability. If zero or less you cannot file a claim for damages.
24	M	52671-A 11	Cost to Repair Damage	225	10	Numeric	The amount it costs to repair the damage.
25	M	52671-A 12	Remaining Security Deposit	235	10	Numeric	Subtract field 20 (Rent Charged but Unpaid at Move-Out) from field 17 (Total Amount Collected). Cannot be less than zero.
26	M	52671-A 13	Damage Exceeding Security Deposit Amount	245	10	Numeric	Subtract field 24 (Cost to Repair) from field 25 (Remaining Security Deposit). Cannot be negative.

NEW

MAT30 Section 5: Approved Special Claim for Unpaid Rent & Damages

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
27	MOC	52671-A 14	Damage Claim Amount	255	10	Numeric	Enter the lesser of field 23(Balance of HUD Liability) and field 26 (Damage Exceeding the Security Deposit). Mandatory for a Damages Claim.

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

NEW

MAT30 Section 5: Approved Special Claim for Rent-Up Vacancy

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal “5.”
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Rent-Up Vacancy Claim Type Code	7	2	Numeric	Value = 30
4	M		Claim ID	9	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices use the TRACS Intranet application to obtain Claim IDs. Post-RFP CAs use the CA ID in the first five positions. Pre-RFP CAs use CA ID in the first five positions.
5	M		Head of Household ID	21	9	Alphanumeric	The head of household’s SSN or TRACS (T) ID. If neither is know, fill this field with nines and submit the head of household’s full name and birth date in fields 5 – 7 below.
6	MOC	52670-A Part2 (1)	Last Name	30	20	Alphanumeric	Enter the last name of the head of household.
7	MOC	52670-A Part2 (1)	First Name	50	20	Alphanumeric	Enter the first name of the head of household
8	MOC		Date of Birth	70	8	Date (MMDDYYYY)	Enter the head of household’s date of birth.

NEW

MAT30 Section 5: Approved Special Claim for Rent-Up Vacancy

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9	F		Building ID	78	19	Alphanumeric	Leave blank
10	M	52670-A Part2 (2)	Unit Number	97	10	Alphanumeric	Number of the Unit for which the Special Claim is requested.
11	M	52671-B	Unit Size	107	2	Numeric	Unit size (Number of Bedrooms)
12	M	52671-B	Contract Effective Date	109	8	Date (MMDDYYYY)	Effective Date of Contract
13	M	52671-B	Period To Date	117	8	Date (MMDDYYYY)	Move-in date of new occupant.
14	M	52671-B (1)	Days Vacant	125	2	Numeric	Number of days vacant. Not to exceed 60.
15	M	52671-B (2)	Daily Contract Rent	127	10	Numeric	Daily Contract Rent
16	M	52671-B (3)	Vacancy Amount	137	10	Numeric	Rent-Up Vacancy Amount (Number of Days X Daily Rent)
17	M	52671-B (4)	HUD's Limitation	147	3	Numeric	80% (0.80) for Section 8 and PAC. 50% (0.50) for PRAC
18	MOC	52671-B (5)	Rent Up Vacancy Amount	150	10	Numeric	Amount claimed for Rent-Up Vacancies. Vacancy Amount (Field 16) multiplied by HUD's Limitation Percentage (Field 17).

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

NEW**MAT30 Section 5: Approved Special Claim for Regular Vacancy**

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal “5.”
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Regular Vacancy Claim Type Code	7	2	Numeric	Value = 40
4	M		Claim ID	9	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices use the TRACS Intranet application to obtain Claim IDs. Post-RFP CAs use the CA ID in the first five positions. Pre-RFP CAs use CA ID in the first five positions.
5	M		Head of Household ID	21	9	Alphanumeric	The head of household’s SSN or TRACS (T) ID. If neither is know, fill this field with nines and submit the head’s full name and birth date in fields 5 – 7 below.
6	MOC	52670-A Part2 (1)	Last Name	30	20	Alphanumeric	Enter the last name of the head of household.
7	MOC	52670-A Part2 (1)	First Name	50	20	Alphanumeric	Enter the first name of the head of household
8	MOC		Date of Birth	70	8	Date (MMDDYYYY)	Enter the head of household’s date of birth.
9	F		Building ID	78	19	Alphanumeric	Leave blank

NEW**MAT30 Section 5: Approved Special Claim for Regular Vacancy**

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10	M	52670-A Part2 (2)	Unit Number	97	10	Alphanumeric	Number of the Unit for which the Special Claim is requested.
11	M	52671-B	Unit Size	107	2	Numeric	Unit size (Number of Bedrooms)
12	M	52671-C 1/13	Move-Out Date	109	8	Date (MMDDYYYY)	Tenant's move-out date.
13	MOC	52671-C 2/14	Time to Repair	117	3	Numeric	Number of days taken to clean/repair unit.
14	M	52671-C 3/15	Date Ready for Occupancy	120	8	Date (MMDDYYYY)	Date the unit is ready for occupancy.
15	M	52671-C 4	Ready Date + 60 Days	128	8	Date (MMDDYYYY)	Date Unit Ready for Occupancy + 60 days.
16	M	52671-C 5	Date Rented	136	8	Date (MMDDYYYY)	Date unit was rented.
17	M	52671-C 6	No. Days Vacant	144	2	Numeric	Number of days vacant (Date Rented –Date Ready for Occupancy). Not to exceed 60.
18	M	52671-C 7	Daily Contract Rent	146	10	Numeric	Daily Contract Rent amount
19	M	52671-C 8	Rent for Days Vacant	156	10	Numeric	Days Vacant times Daily Contract Rent

NEW**MAT30 Section 5: Approved Special Claim for Regular Vacancy**

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
20	M	52671-C 9	HUD Maximum Amount	166	10	Numeric	Rent for Days Vacant times the HUD percentage: 80% (0.80) for Section 8 and PAC 50% (0.50) for PRAC
21	M	52671-C 10	Amount Paid from Other Sources	176	10	Numeric	Security Deposit, Title I, etc.
22	M	52671-C 11	Excess Rent for Days Vacant	186	10	Numeric	Rent for Days Vacant minus Amount Paid from Other Sources
23	MOC	52671-C 12	Regular Vacancy Amount	196	10	Numeric	Lesser of HUD Maximum Amount and Excess Rent for Days Vacant
Part B (applies to) 886 Property Disposition Subpart C							
24	M	52671-C 16	Last Day of Month	206	8	Date (MMDDYYYY)	Last day of the month or the day before move-in if in the same month.
25	M	52671-C 17	1 st Month Days Vacant	214	2	Numeric	Number of days vacant in the first month. (Line 16– Line 14 + one day) Not to exceed 30 days.
26	M	52671-C 18	Daily Assistance Payment Amount	216	10	Numeric	Divide assistance payment in effect on the move out date by 30.
27	M	52671-C 19	HUD 1 st Month Payment	226	10	Numeric	Multiply Daily Assistance Amount (Field 26) by Number of Days Vacant (Field 25).
28	MOC	52671-C 20	Day of 2 nd Month Unit Rented	230	8	Date (MMDDYYYY)	Enter only if the vacancy continues for the second month.

NEW**MAT30 Section 5: Approved Special Claim for Regular Vacancy**

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
29	MOC	52671-C 21	Days Vacant 2 nd Month	238	2	Numeric	Subtract one day from the day rented. Enter “30” if the unit was not re-rented. Enter only if the vacancy continues for the second month.
30	MOC	52671-C 22	PD Daily Contract Rent	240	10	Numeric	Contract Rent in effect on move-out divided by 30. Enter only if the vacancy continues for the second month.
31	MOC	52671-C 23	2 nd Month Assistance	250	10	Numeric	Multiply PD Daily Contract Rent (Field 30 by Days Vacant 2 nd Month (Field 29). Enter only if the vacancy continues for the second month.
32	MOC	52671-C 24	HUD Maximum Amount 2 nd Month	260	10	Numeric	Prorated 2 nd month Contract Rent times the HUD percentage: 80% (0.80) for Section 8 and PAC 50% (0.50) for PRAC Enter only if the vacancy continues for the second month.
33	M	52670-C 25	HUD Maximum Amount Total	270	10	Numeric	Maximum HUD will pay before deductions. HUD 1 st Month Payment (Field 27) + HUD Maximum Amount 2 nd Month (Field 32)
34	M	52670-C 26	Amounts Paid by Other Sources	280	10	Numeric	Total Security Deposit, Title I, etc.
35	M	52670-C 27	PD Regular Vacancy Amount	290	10	Numeric	HUD Maximum Amount Total (Field 33) - Amounts Paid by Other Sources (Field 34)

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

NEW

MAT30 Section 5: Approved Special Claim for Debt Service

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal “5.”
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Debt Service Claim Type Code	7	2	Numeric	Value = 50
4	M		Claim ID	9	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices use the TRACS Intranet application to obtain Claim IDs. Post-RFP CAs use the CA ID in the first five positions. Pre-RFP CAs use CA ID in the first five positions.
5	M		Head of Household ID	21	9	Alphanumeric	The head of household’s SSN or TRACS (T) ID. If neither is know, fill this field with nines, and submit the head’s full name and birth date in fields 5 – 7 below.
6	MOC	52670-A Part2 (1)	Last Name	30	20	Alphanumeric	Enter the last name of the head of household.
7	MOC	52670-A Part2 (1)	First Name	50	20	Alphanumeric	Enter the first name of the head of household
8	MOC		Date of Birth	70	8	Date (MMDDYYYY)	Enter the head of household’s date of birth.
9	F		Building ID	78	19	Alphanumeric	Leave blank

NEW

MAT30 Section 5: Approved Special Claim for Debt Service

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10	M	52670-A Part2 (2)	Unit Number	97	10	Alphanumeric	Number of the Unit for which the Special Claim is requested.
11	M	52671-D	Unit Size	107	2	Numeric	Unit size (Number of Bedrooms)
12	M	52671-D	Move-Out Date – Last Tenant	109	8	Date (MMDDYYYY)	Move-out date of the tenant that starts the vacancy period.
13	M	52671-D	Move-in Date – New Tenant	117	8	Date (MMDDYYYY)	Move-in date ending the vacant period
14	M	52671-D (1)	Number Days Vacant	125	3	Numeric	Move-in date minus move-out date
15	M	52671-D (2)	Daily Debt Service	128	10	Numeric	Daily debt service attributed to the unit from the HAP or PAC contract.
16	MOC	52671-D (3)	Debt Service Amount	138	10	Numeric	Amount of debt service claimed (Number of Days Vacant times Daily Debt Service)

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

NEW

MAT30 Section 5: Approved Special Claim for Debt Service Summary

(Submit one Section 5 for each Special Claim)

SUBMITTED FOR COMMENT – NOT SUPPORTED BY TRACS IN RELEASE 201B

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Debt Service Claim Type Code	7	2	Numeric	Value = 51
4	M		Claim ID	9	12	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices use the TRACS Intranet application to obtain Claim IDs. Post-RFP CAs use the CA ID in the first five positions. Pre-RFP CAs use CA ID in the first five positions.
5	M	52671-D A	Total Debt Service	21	10	Numeric	The sum of the Debt Service Amounts from the 52671-D (3)
6	M	52671-D B	Operating Loss	31	10	Numeric	The Operating Loss from HUD-92410
7	M	52671-D C	Debt Service Amount Due	41	10	Numeric	The lesser of Total Debt Service (Field 5) or Operating Loss (Field 6).

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

MAT30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Misc. Request Type	7	4	Numeric	Value Codes are: SERV = Service Coordinators DRUG = Drug Related Expenses FORQ = Field Office initiated accounting adjustment OARQ = Owner/Agent initiated accounting adjustment
4	M		Misc. Requested Amount	11	10	Numeric	Permit negative.
5			Comment	21	78	Alphanumeric	

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

MAT31 Delete Voucher Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.1.B." TRACS Release = 2.0.1. TRACS Version = B
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted.
5	M	52670 #10.1	Voucher Date	28	8	Date (MMDDYYYY)	NOTE: DD is always "01." Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; if not valued, send appropriate fill characters

VCHND Voucher Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal “VCHND.”
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal “2.0.1.B.” TRACS Release = 2.0.1. TRACS Version = B
.3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record including the VCHND.

M = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; if not valued, send appropriate fill characters

VCHER Voucher Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Literal	1	27	Alphanumeric	Value: "Processing Mailbox ID: @*@"
2	M	Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
3	M	Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
4		Record Identifier	48	5	Alphanumeric	Value: "VCHER."
5		Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.1.B." TRACS Release = 2.0.1. TRACS Version = B
6		Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7		Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8		Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9		Filler	79	10		
10		Record Type Error	89	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."

VCHER Voucher Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		Record Section Error	94	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
12		Record In Error Record Number	95	5	Numeric	Contains the sequential record number of the record in error.
13		Field Number In Error	100	4	Numeric	Contains the field number of the field within the record that has the error.
14		Field Contents In Error	104	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases this field may contain a message instead of field contents. "MSG" will prefix this message.
15		Type Field Error	154	1	Alphanumeric	Values: N, X, D, H, P, I, C or F Space = not field error See Appendix C of the MAT User Guide for associated message.
16		Type Mandatory Error	155	1	Alphanumeric	Values: S, T, Z, V, G, J, K, L, M, 5, 6, 8 or 9 Space = not mandatory error See Appendix C of the MAT User Guide for associated Message.
17		Transmission Record Count Error	156	1	Alphanumeric	Values: E, O, Q, or 7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
18		Site Reported Count	157	6	Numeric	If field 17 contains "E" or "Q," this will be the site reported value.

VCHER Voucher Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19		MAT Calculated Count	163	6	Numeric	If field 17 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the MAT counts only 19 MAT30s, then field #18 in this record (VCHER) will contain 20 and field #19 will contain 19.)
20		Error Message Text	169	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	SprintMail Value: "Processing Mailbox ID: @*@"
2	M		Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
3	M		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5 positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
4			Record Identifier	48	5	Alphanumeric	Value: "VCHTR"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.1.B." TRACS Release = 2.0.1. TRACS Version = B
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8			Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9			Error Date Stamp	79	8	Date (MMDDYYYY)	The date stamp of this transmission.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10			Error Time Stamp	87	6	Time (HHMMSS)	The time stamp of this transmission, not the actual time transmission occurred.
11			OA Defined Data	93	20	Alphanumeric	The same value as contained in the VCHHR field #6.
12			Sender Name	113	15	Alphanumeric	Sender's name.
13			Sender Street Address	128	20	Alphanumeric	Sender's address.
14			Sender City Name	148	15	Alphanumeric	Sender's city.
15			Sender State	163	2	Alphanumeric	Sender's state.
16			Sender Zip Code	165	5	Numeric	Sender's zip code.
17			Total Number Error Records	170	6	Numeric	The total number of type VCHER records sent.
18			Total Number of Field Errors	176	6	Numeric	The total number of field edit errors.
19			Total Number of Mandatory Errors	182	6	Numeric	The total number of mandatory field errors.
20			Total Number of Record Count Errors	188	6	Numeric	The total number of record count errors.
21			OA Software Vendor	194	20	Alphanumeric	Name of the software product used by the OA to create this submission.
22			OA Software Release/Version	214	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
23			CA Software Vendor	224	20	Alphanumeric	Name of the software product used by the CA to create this submission.
24			CA Software Release/Version	244	10	Alphanumeric	Mandatory for CA or third-party submissions. The release or version number associated with the software used to create this submission.
25			Agency Defined Data	254	20	Alphanumeric	CA or service bureau defined data.

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	Sprint Header "Processing Mailbox ID: @*@"
2	M		Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
3	M		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACS." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) When Internet Batch is implemented the same format will be used, but the last six positions will be an M-ID associated with the contract. Example: TRACM12345.
4			Record Identifier	48	5	Alphanumeric	Value: "VCHVC"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.1.B." TRACS Release = 2.0.1. TRACS Version = B
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these record counts apply.
8			TRACS Date Stamp	73	8	Date	MMDDYYYY - The date stamp of this transmission
9			Original MAT 30s Passing MAT	81	5	Numeric	The number of original MAT30s that survived the MAT edit and were passed on to the Voucher Batch system

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10			Correction MAT30s Passing MAT	86	5	Numeric	The number of correctional MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
11			MAT31s Passing MAT	91	5	Numeric	The number of MAT31s that survived the MAT edit and were passed on to the Voucher Batch system